

DRAFT

MINUTES OF THE QUARTERLY MEETING
OF THE JOINT EXECUTIVE COMMITTEE
OF THE
CORCORAN GALLERY OF ART

January 21, 1971

The first Quarterly Meeting of the Joint Executive Committee of the Corcoran Gallery of Art was held at the Gallery beginning at 12 noon on January 21, 1971. The meeting was chaired by Mr. Hamilton. Other Trustees present were Messrs. Finley and Thom, and Mr. Chapin as Chairman of the Board of Governors. Other members of the Board attending were Mrs. Amram and Messrs. Folger and Swift. Also present were Mr. Myers, Vice President for Management, Mr. Slade, Dean of the Art School, Mr. Glicksman, Associate Director of the Gallery, Mr. Leone, Assistant Comptroller, and Mr. Bond, Assistant Secretary of the Trustees and Secretary of the Board of Governors.

The following actions were taken (numbers correspond to those on attached agenda):

- 1) The Committee adopted a motion recommending that the Trustees consider favorably the Gallery staff proposal to establish a "Corcoran Club" and to make application for a Class C Liquor License, subject to advice of Counsel as to the legal feasibility of the proposal and on the understanding that criteria for membership in the "Club" will receive prior approval of the Committee.
- 2) The Committee adopted a motion favoring a moral commitment on the part of the Trustees to the principle of seeking national accreditation for the Art School, on the understanding that the financial implications of such accreditation would be thoroughly explored in advance.
- 3) The Committee agreed that Mrs. Morris Cafritz should receive a Corcoran Medal (Silver) in recognition of the Cafritz Foundation grant to the Biennial, and that it would be appropriate for such medal to be presented by Trustee John Hall, representing the Biennial's major benefactors, the family of William Andrews Clark.
- 4) The Committee adopted a motion referring to the Finance Committee the revised Pension Plan prepared by the Gallery staff.
- 5) (a) The Committee adopted a motion requesting the Board of Governors to undertake further study of the 1971 Budget, together with the Gallery staff, with a view of formulating an alternative budget proposal which would enable the gallery to live within its income; and providing further that the results of such

CORCORAN GALLERY OF ART
BOARD OF TRUSTEES ANNUAL MEETING
JANUARY 25, 1971

AGENDA

EXECUTIVE SESSION

- (1) Approval of Minutes of Quarterly Meeting held on October 26, 1970.
- (2) Request for retirement from Mr. Frank Parulski as Comptroller of the Gallery and Assistant Treasurer of the Trustees.
- (3) Election of officers of the Gallery, to include President, Executive Vice President, First Vice-President, Second Vice-President, Treasurer, Secretary, Director of the Gallery, Dean of the School, Assistant Treasurer, and Assistant Secretary.
- (4) Re-election of Governors whose terms expire with this meeting, and election of new Governors to fill vacancies.
- (5) Approval of Gallery Budget for 1971 and change of fiscal year.

REGULAR SESSION

- (1) Treasurer's letter of transmittal.
- (2) Report on operation of Budget for fourth period of 1970.
- (3) Approval of Joint Executive Committee recommendations concerning proposal to seek national accreditation of Art School.
- (4) Approval of revised Pension Plan for Gallery.
- (5) Approval of Joint Executive Committee recommendations concerning liquor license for Gallery.
- (6) Approval of Gallery Staff Manual.
- (7) Approval of Joint Executive Committee recommendations concerning recognition of Cafritz Grant to Biennial.
- (8) Resolution of thanks for gifts received during past quarter (attached).
- (9) Approval of Quarterly Reports:
 - a) Director of the Gallery
 1. Curator
 2. Registrar

CORCORAN GALLERY OF ART
BOARD OF TRUSTEES ANNUAL MEETING
JANUARY 25, 1971

- 3. Dupont Center
- 4. Curator of Education
- 5. Building and Grounds
- 6. Sales Desk
- 7. Art Rental and Sales
- 8. Special Educational Projects

- b) Dean of the Art School
- c) Manager of Development
- d) Membership Secretary
- e) Public Information

(10) Other business.

study should be reported back to the Committee by March 31.

(b) The Committee adopted a motion recommending to the Trustees interim approval of the 1971 Budget as presented, subject to review at the call of the Trustees, pending completion of the Fund Drive feasibility study and the Board of Governors budget review by no later than March 31.

(c) The Committee adopted a motion approving the proposed expenditure by the Gallery, as a non-recurring expense, of approximately \$72,000 for upgrading the maintenance and security of the Gallery building and its contents in order to meet fine arts insurance requirements, on the understanding that the Executive Vice President will seek foundation financing for such expenditure.

This page was intentionally removed due to a research restriction on all Corcoran
Gallery of Art Development and Membership records.

Please contact the Public Services and Instruction Librarian with any questions.

CORCORAN GALLERY OF ART
JOINT EXECUTIVE COMMITTEE MEETING
JANUARY 21, 1971

AGENDA

- (1) Gallery liquor license.
- (2) Art School Committee proposal re: national accreditation of Art School.
- (3) Recognition of Cafritz Grant to Biennial.
- (4) Revised Pension Plan for Gallery.
- (5) 1971 Budget for Gallery and change of fiscal year.
- (6) Other Business.

Board of Trustees

Slate of Officers - 1971

President	George E. Hamilton, Jr.
Executive Vice President	Aldus H Chapin
Vice President	David E. Finley
2nd Vice President	Gordon Gray
Treasurer	Robert L. Walsh, Jr.
Secretary	Freeborn G. Jewett, Jr.
Director of the Gallery	Walter Hopps
Dean of the School	Roy Slade
Assistant Treasurer	Russell Leone
Assistant Secretary	Niles W. Bond

Myles Dugay

MEMORANDUM

January 20, 1971

TO: Aldus Chapin, Executive Vice President

FROM: Walter Hopps, Director

SUBJECT: Curatorial Report, Fourth Quarter 1970

The Curatorial Report for October through December 1970 was prepared independently, as is normal and correct procedure, by James Pilgrim, currently head of our Curatorial Department. I wish to address that section of Mr. Pilgrim's report referring to disposition of works from the Gallery's permanent collection undertaken since this last December.

Although Mr. Pilgrim is entitled to, and in fact should, freely express his views as he did, facts concerning the recent collection disposition are not exactly as he states. All action was undertaken under my authority in line with the wishes of the Special Insurance Committee of the Trustees formed by Mr. Corcoran Thom. The basic decision of this committee, as you know, was to proceed to take all necessary and sound steps to protect the Gallery's collections and move toward reinstatement of the Gallery's Fine Art insurance. To this end we have engaged Huntington Block as our Fine Arts insurance agent, and he in turn has required the Gallery to engage the services of Mr. Joseph Chapman as our security and Fine Arts insurance consultant.

It was Mr. Chapman's directive in December that steps for outside storage of as much of the permanent collection as possible be secured immediately. As you know, the responsibility to undertake these urgent steps I assigned to Associate Director Hal Glicksman. I have asked Mr. Glicksman, whom I feel proceeded with care, good judgment and the interests of the Gallery in mind, to present a memorandum outlining the facts and his view of this matter.

For my part I wish to state that neither damage nor eminent jeopardy to works in the collection has emerged as a result of Mr. Glicksman's course of action. Further, the costs are fully in line with figures previously discussed with you and left in the pending 1971 budget.

As you know, Mr. Pilgrim has expressed to me his intention to resign from the Gallery Staff and take a position at the Metropolitan Museum in New York this next month. I sincerely regret Jim Pilgrim's departure and had hoped to dissuade him in the course of our discussions of this last month; he is a knowledgeable and deeply concerned curator. It is evident, however, that many aspects of the Gallery's administrative procedures and staffing trouble him deeply, and given his feelings I can understand that it would be impossible for him to stay.

MEMORANDUM TO: Aldus Chapin
January 20, 1971
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In addition to the aforementioned, I feel that the very real pressures of his office have affected both Mr. Pilgrim's decision to leave the Corcoran and adversely affected his clear view of how we must best proceed to insure the care and safety of art works within the Gallery's collections.

MEMORANDUM

January 22, 1971

TO: Aldus Chapin

FROM: Walter Hopps

SUBJECT: Exhibition space for Clark Collection

In the Executive Session of the Trustees' Meeting of October 26, 1970 a report covering exhibition space reserved for the Clark Collection was called for.

As you know, Chief Curator James Pilgrim has not yet completed his full report and policy position paper governing deployment of the Clark Collection, even though you and I have repeatedly asked him for its speedy completion. At present Mr. Pilgrim assures me that I will have this report by March 1.

I wish to summarize my current policy as to galleries used for Clark (and the smaller, related Walker Collection): galleries 44, 45, 46, 47, 53, 53A and corridor #3.

The following galleries which were originally designated for the Clark Collection display are currently being used for the American Collection (essentially W. W. Corcoran Collection): Galleries 69, 70, 71, 72, 77 and 81 (Rotunda).

The following galleries, in addition, which were originally earmarked for Clark Collection display, are currently (as has been the case for a number of years) being used by the Art School: galleries 18, 19, 20, 24 and 25.

I feel that continued efficient utilization of the areas currently being used for the Clark Collection can best fulfill our obligation to display this collection as seen in light of the Gallery's need to present its historical American Collection and maintain space for temporary exhibitions.

CORCORAN

GALLERY OF ART

Seventeenth Street and New York Avenue NW Washington DC 20006 telephone (202) 638-3211

Proposal for Obtaining a Liquor License for CGA

I. History - The concept of obtaining a liquor license was originally explored in 1968 by The Corcoran, The Smithsonian, and The Washington Gallery of Modern Art. At that time, a club and a Class C license were discussed but no action was taken. The Corcoran continued to serve free drinks at openings.

In 1970, the question of the advisability of serving free drinks at Corcoran Openings was again raised. Mr. Ward of Hamilton and Hamilton provided information regarding the types of licenses available to CGA and the feasibility of obtaining them.

In May 1970, the Management Office wrote a memo outlining the various alternatives and recommended the club (Class C) license be further investigated.

In July the Management Office proposed CGA obtain a Class C license and establish the Art Rental Gallery as the club room where a cocktail hour would be held Tuesday through Friday. Some food would have to be available for service in the "club room".

October 6 memo against the implied "sale" of liquor by the sign at the October 13, opening.

October 20, 1970 request from the Vice President for Management that the liquor license proposal be put on the agenda for the Board of Trustees meeting.

(Account developed December 1, 1970)

IV. Mode of Operation - An informal atmosphere is visualized with miniatures and mixes available for purchase with ice and glasses available on a side board.

V. Location - The proposed location is the Art Rental Gallery. This location is easily accessible, it contains useable furnishings, and the decor is constantly changing.

VI. Club Facilities - The room must be equipped with the following items: 1) adequate seating; 2) a liquor storage cabinet; 3) a serving area - table top; 4) small tables for patrons use; 5) a nearby kitchen for preparing and storing any food served.

Parking might definitely be a drawback considering on street parking regulations and the limitations of the CGA parking lot. Patrons should be made aware of the several public parking lots in the area.

VII. Hours - 4:00 - 5:30.

VIII. Eligibility - Eligibility is limited to CGA members and their guests. The public can purchase a one day membership to CGA available in the "club room".

IX. Menu - Beverages, both alcoholic and non-alcoholic and simple appetizer type edibles should be available. The complexity of both drinks and edibles should be limited. A menu should be printed and available to patrons to avoid someone ordering something not being served. Details as to content and prices can be decided after further research.

X. Personnel - An individual will be on hand to dispense miniatures, mix and act as cashier and receptionist; another will be available to prepare and serve food; a maintenance man will be available; the art rental gallery will have to be attended at all times. Staff could double up on these functions. Volunteers should be used extensively as well as CGA staff.

XI. The plan suggests several spin off advantages:

1. It will provide increased exposure for both the Art Rental Gallery and the Museum Shop.

2. The club will open additional bars at openings.

3. The club could provide an influx of new members and help retain old members.

4. It could prove a moderate source of income in its own right.

XII. Implications

1. Will club effect CGA tax exempt status?
2. Will food and drinks served be taxable?

CORCORAN

GALLERY OF ART

Seventeenth Street and New York Avenue NW Washington DC 20006 telephone (202) 638-3211

TO: Executive Vice President
FROM: Vice President for Management
DATE: October 20, 1970
SUBJECT: Liquor License

Ref: Attached memos May 27, July 20, 1970. Re: Liquor License

Request that the proposal for establishing a Corcoran Club ^{and} on obtaining a "Class C" liquor license be reviewed by the Board of Trustees at their October meeting.

Should the Board be reluctant to establish the club, as an alternative, Corcoran Gallery of Art could, on an experimental basis, serve only beer and light wine at the next opening. This could be handled on a contributory method as before. If we covered our costs by contributions, and the serving of beer and wine was favorably received, we could continue with that policy. If the serving of beer and wine was favorably met, but we did not manage to cover the costs, we could obtain a class F license for each subsequent opening and sell the beer and wine at a cost that could pay our expenses.

The financial balance sheet for our last two openings shows the need for some action before the next opening.

9/25	liquor purchased	913.88
9/25	Drawings/Revival	722 people 412.00 income
10/9	Sculpture	1,276 284.00 income
	Balance	(217.88)

Note: At the 9/25 opening, the sign asked for a contribution of \$1.00 /drink. At the 10/9 opening the sign only asked for a contribution this probably is the main factor the differences in income for the two nights.

CORCORAN
GALLERY OF ART

Seventeenth Street and New York Avenue NW Washington DC 20006 telephone (202) 638-3211

TO: Executive Vice President
FROM: Vice President for Management *Eugene E. Myers*
DATE: October 6, 1970
SUBJECT: Liquor License for CGA

Following our opening exhibition, Mr. Ward, of Hamilton and Hamilton, asked that we send him one of the "Blue" signs used at the bar that evening.

Mr. Ward has now sent a memo to us pointing to portions of the Alcoholic Beverage Control Act which make the use of our sign questionable. In a phone conversation, Mr. Ward referred to the Alcoholic Beverage Control Act and our sign. He observed that we could endanger our chances of obtaining a liquor license.

He has discussed the above matter and the general matter of the liquor license with Mr. Hamilton.

Suggest that the matter of liquor at openings and our proposal to obtain a liquor license be resolved at the forthcoming meeting of the Board of Trustees.

cc:

Mr. Ward

Mr. Walsh

Mrs. Poole

Mr Glicksman

CORCORAN
GALLERY OF ART

Seventeenth Street and New York Avenue NW Washington DC 20006 telephone (202) 638-3211

MEMORANDUM FOR THE RECORD

From: Eugene E. Myers

Date: July 27, 1970

Attendance: Eugene Myers, Nicolas Ward, Michael Martin

Time: 2:30 P. M., July 27, 1970

Mr. Myers met with Mr. Nicolas Ward of Hamilton & Hamilton to discuss several projects that he is undertaking for CGA.

The status of these projects is as follows:

1. United Unions Building: Mr. Ward does not presently have the construction schedule for the adjacent lot. He will ask for the building schedule and supply us with the information.
2. Admissions Tax: The 1870 statute exempts CGA from property tax but not necessarily from a sales tax. The matter could be taken up with the tax board which could mean litigation which could be unfavorable to CGA interests, i. e. admission tax might be placed on tickets to Corcoran Ball, memberships, etc. The matter has been referred to the Board of Trustees for decision on what course of action to pursue.
3. N.L.R.B.: Briefs have been submitted to the N.L.R.B. Mr. Ward did not know when a decision might be reached.
4. Tax Deductible Status: Mr. Ward feels our 50% tax deductible status will be granted by IRS because we are a public foundation. He will submit Form 3842 to IRS this week. Their action on this will decide the matter.
5. Insurance Claim: Papers on the insurance case against our agent have been filed.
6. Corcoran Club: Mr. Ward reviewed Management Office proposals for a Corcoran Club (proposals dated July 13, 1970). He noted the following items:
 1. Members only to be allowed in the Club. One-day members would be stretching the law beyond tolerable limits.
 2. Incorporation of the Club probably would not have any effect on the CGA tax exempt status.

3. Food and drinks served will probably be taxable.
4. Since members must elect officers of the Club, Mr. Ward suggested having voting and non-voting memberships would make this a matter for easy solution.
5. Club membership fees could best be handled by attaching an optional surcharge to CGA membership fees. Note: at openings one member of the "Corcoran Club" would "take the Club for the evening," hence we could have a cash bar for him, other members and his "friends".

CORCORAN
GALLERY OF ART

Seventeenth Street and New York Avenue NW Washington DC 20006 telephone (202) 638-3211

MEMORANDUM

TO: Executive Vice President, Director, Associate Director
FROM: Vice President for Management *Eugene Meyers*
Date: July 6, 1970
Subject: Liquor License for CGA

As you know, the Management Office has been exploring the possibility of obtaining a liquor license for CGA. A practical alternative is the Class C license for a private club (Reference: our memo of May 27, 1970, "Feasibility of Obtaining a Liquor License for CGA). It would facilitate obtaining such a license if CGA would have a "Club Room" in which cocktails could be served on a regular basis. (For example: from 4:00 - 5:00 PM, Monday - Friday). Mr. Ward has informed us that the Smithsonian is planning to establish a club for members and staff in the near future with club facilities.

Could the Art Rental Gallery be considered the "club room"? This is a convenient location with some furniture. It would also provide exposure for the Art Rental Gallery and its services.

Could we have your reaction to this at an early date?

cc: Mr. Nicolas Ward

CORCORAN
GALLERY OF ART

Seventeenth Street and New York Avenue NW Washington DC 20006 telephone (202) 638-3211

MEMORANDUM FOR THE RECORD

From: Office of Vice President for Management
Date: May 27, 1970
Subject: Feasibility of Obtaining a Liquor License for CGA

1. It appears to be desirable for CGA to change from its habit of serving free liquor at openings to a policy of providing said liquor at a cost or cost plus price. In order to effect this change-over, CGA would have to obtain a liquor license from the D. C. Alcoholic Beverage Control Board. There are several alternatives to the matter.

Class F License

The class F license is purchased for each event. Although it would be the cheaper of the two licenses available, it seems inappropriate to our needs as it allows only beer and wine to be served (excluding champagne). (CGA could consider serving wine at openings instead of hard liquor.)

The "No Sale" Approach

The ABC regulations give a broad definition to the term sale. The current interpretation is that sales are made on the premises. Thus, if CGA members were charged a special fee in advance of the event, they could be served hard liquor. Although this plan would provide the desired income, it could provide a myriad of headaches. For example, a member who had forgotten to pay his fee in advance would not be allowed to pay it at the door. However, he would have to be admitted to the opening. Once inside, it would be difficult to differentiate between those who had paid the fee and those who had not. Also, what would the members reaction be to this surcharge being placed on their memberships?

Class C License

The Class C license is for a private club and would allow the establishment of a cash bar at openings. A workable system would be for the staff member on duty to sell tickets which would be presented to the bartender for a drink.

Two aspects of this plan could present problems. First, there would be a need for the Board of Trustees to incorporate a Corcoran Club which would be licensed to sell liquor. We do not know what difficulties this incorporation might entail.

A second problem is what would be the tax status of this Corcoran Club. If it would come under the tax exempt status of the Corcoran Gallery, the plan appears to be workable. However, if the Corcoran Club were subject to D. C. and Federal taxes, the plan could endanger the tax exempt status of the Gallery itself.

Membership Fees

A fourth alternative would be to raise membership fees. This would be the simplest plan to execute, but may pose several problems. First, not all of our members drink at openings, and it is likely that they do not wish to support the drinking habits of those who do drink. More importantly, should a purpose of the Corcoran membership be to obtain admission to several "gala events" each year at which the booze is free and plentiful, or should a Corcoran membership be viewed as a contribution toward the operation of the Corcoran Gallery and the maintenance of its collection?

2. Of the four plans, the Club arrangement appears to be most advantageous, if the incorporation and tax implications can be resolved.

Information copies to:

Executive Vice President
Director
Director of Development
Mrs. Karff
Nicolas Ward

Info. copy: Assoc. Director July 2, 1970

MEMORANDUM FOR THE RECORD

FROM: Vice President for Management

DATE: November 25, 1970

SUBJECT: Rational for having CGA/CSA on a fiscal year

1. CGA season begins in October. All exhibitions, concerts, lectures, movies would be included in one operating year.
2. CGA and CSA budgets and reports would be presented to the Board of Trustees concurrently, providing an overall picture of Corcoran income and expenditures. Budgets could still be presented at the Board's annual meeting in January, or any other time desired, in order to provide ample lead time.
3. With a fiscal year plan, the slack period (June-August) would be at the end of the year instead of the middle. This would be advantageous on budget planning.
4. Having the main membership drive and renewal billings during the first two quarters (September-February), would show what additional cash was needed to meet expenses.
5. A fiscal year from September 1 thru August 31 would put CGA on a comparable basis with most foundations, the Women's Committee, etc. and would allow us to credit donations which are from such organizations to the proper operating year.
6. The data for the first year can be extended; this will allow for a good comparison between years.
7. Attached is an exhibit of Corcoran Gallery of Art income for 1969 and through October 31, 1970.

This shows minimum financial activity during the month of August each year. This is the optimum time to close the books for the fiscal year.

Two main advantages are reduced computer costs and a minimum in adjusting entries.

Cash Flow - CORCOPAN GALLERY OF ART

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
1969	18.0	28.2	16.6	13.5	19.8	22.5	10.6	9.1	16.2	38.6	27.0	88.8
1970	63.2	24.6	21.5	28.3	24.8	6.7	19.7	14.6	20.1	17.9		
	FY 70					31 Aug 70			1 Sept 70		FY 71	

NOTES:

1. As exemplified by Gallery income. There is a minimum cash flow in June, July, August.
2. All ledgers and accounts are to be closed on the 31st of August. This will consolidate and simplify computer operations.
3. Figures are in thousands of dollars.

January 12, 1971

QUARTERLY REPORT ON THE DUPONT CENTER

The Curator of Contemporary Art submits the following report covering the period October 1 - December 31, 1970:

EXHIBITIONS:

Nov 14 - Jan 10	Exhibition of Workshop prints and photographs at the Corcoran Gallery of Art
Dec 1 - Jan 31, 1971	Photography exhibition at Dupont Center, Corcoran Photography Workshop 1st Invitational

CONCERTS:

Musical events are no longer held at the Dupont Center

ATTENDANCE:

Paid attendance has been discontinued. Dupont Center is now open to the public Tues-Sun, 11:00 - 5:00. Weekly attendance averages 200.

PRODUCTION AND ACTIVITIES AT WORKSHOP

POSTERS

Alexander Liberman for an exhibition at the Houston Museum, edition 129
Mugumu, edition 100

YMCA, two editions, 50 each

Marshall Hawkins, Jazz Workshop, edition 100

Howard University Elegba Plays, edition 100 plus 4' x 8' mural poster

Federal City College Conference, edition 300

Planned Parenthood, edition 75

Paul Reed National Gallery of Art, edition 150

David Stern This is the Age of the Book, edition 50

QUARTERLY REPORT, DUPONT CENTER p.2

January 12, 1971

PRINTS AND MISCELLANEOUS

Bumper Stickers, Corcoran Now, 750

Card. Thomas Merton on Peace

Logo Business cards, Brochure, Letterhead for Health Facility Resources
mass mailing of 10,000

Dag Hammarskjold College invitation for fund raising event.

Ursula's Lament printed by Sid Guberman in Corcoran atrium for membership drive, edition 100.

Christmas Cards: Sid Guberman, edition 1200
Paul Reed, edition 1000
Susan Holland, edition 400
Elliott Thompson, edition 600
Workshop, edition 1700

PRINTS

Thomas Downing Grid 40, edition 100

Lou Stovall Becoming, edition 100

Jacob Kainen Abraham, edition 50

PROJECTS

Designed and implemented super-graphics on walls of children's ward at D. C. General Hospital.

Installed silk screen facilities for art department at Livingston College, New Brunswick, New Jersey.

Planned permanent exhibition of graphics for Johns Hopkins Center.

Advised on procedures for graphics program at the National Archives.

Designed and installed facilities for printing of cloth banners at the Dupont Center.

Respectfully submitted,

Levato G. Danese

Renato G. Danese
Curator of Contemporary Art

THE CORCORAN GALLERY OF ART

WASHINGTON, D. C. 20006

METROPOLITAN 8-3211
AREA CODE 202

January 22, 1971

Trustees of The Corcoran Gallery of Art
Washington, D.C.

Gentlemen:

As Treasurer of The Corcoran Gallery of Art, I have filed a detailed report covering the financial transactions for the calendar year 1970 with the Executive Vice-President. This report will be submitted to our auditor.

On December 31, 1971, the book value of investments, including cash awaiting investment of \$34,877.93, aggregated in the amount of \$3,338.989.03. Income from investments amounted to \$163,438.84 or a yield of 4.89%. (1969- \$172,605.77 or 4.97%).

Since our last meeting, we purchased 9 shares of International Business Machines Corp. in the amount of \$2,861.50 from the Gallery Fund donations. Also we transferred \$217,617.00 to the Gallery Fund to meet current obligations. (approved by the Trustees - January 26, 1970).

The Gallery budget expenses, which includes the Clark Wing, amounted to \$811,531.51 or 99.68%, as against the approved budget of \$814,117.00. However, the budget expenses exceeded the income, \$772,144.58, by \$39,368.99. This excess was increased by non-budget expenses of \$38,437.90. The total deficit for the year 1970 amounted to \$77,824.83.

Total cash in bank and petty cash, as of December 31, 1970 amounted to \$92,680.28: (for operating expenses).

Gallery Fund:

Gallery	-186,555.32
Clark Addition Mtce.	- 82,895.43
Art School	<u>+312,485.01</u>
Total	43,034.26
Anna E. Clark Fund	43,674.12
W.A. Clark Fund	5,632.57
Mary E. Maxwell Fund	<u>339.33</u>
Total	92,680.28

Outstanding obligations of \$21,885.24 were paid January 6, 1971.

Respectfully,
Robert L. Walsh Jr.
Robert L. Walsh, Jr.
Treasurer

Board of Governors

Incumbent Governors Recommended for Re-election

Marshall B. Coyne	John Kinard
Mones E. Hawley	Alice G. Korff
Ray Hubbard	J. Burke Wilkinson
Hugh N. Jacobsen	

Candidates Recommended for Election to Vacancies

Chester Carter	James D. Butts	} Alternates
Peggy Cooper	Danny Mayers	
Alice Denny		
Robert H. Smith		

CORCORAN GALLERY OF ART

1971 BUDGET
INCOME STATEMENT
1/18/71

	Budget 1970	Art School Adj.	Budget 1970	Actual 1970	Art School Adj.	Actual 1970
Income:						
Investments	150,000		150,000	132,800		132,800
Admissions	30,000		30,000	31,000		31,000
Donations	165,000		165,000	135,500		135,500
Exhibitions	40,000		40,000	39,500		39,500
Memberships	100,000		100,000	100,500		100,500
Gallery Store	35,000		35,000	55,600		55,600
Art Rental	21,000		21,000	20,900		20,900
Flood Damage	17,000		-	-		-
Sundry	<u>4,000</u>		<u>4,000</u>	<u>4,200</u>		<u>4,200</u>
Subtotal	562,000		562,000	520,000		520,000
Art School Tx	<u>34,500</u>	77,800	<u>112,300</u>	<u>34,500</u>	77,800	<u>112,300</u>
Net Income*	596,500		674,300	554,500		632,300
End. Fund Tx	<u>217,600</u>		<u>217,600</u>	<u>217,600</u>		<u>217,600</u>
Total	814,100		891,900	772,100		849,900
Expenses:						
Salaries	427,000	70,000	497,000	417,600	70,000	487,600
Benefits	23,700		23,700	27,000		27,000
Dept. Expenses	111,900	7,800	119,700	96,800	7,800	104,600
Maint.	44,000		44,000	39,800		39,800
Insurance	22,000		22,000	16,900		16,900
Dupont Center	20,000		20,000	13,000		13,000
Gallery Store Inv.	25,000		25,000	28,800		28,800
Exhibits	120,000		120,000	49,200		49,200
Gallery Events	16,000		16,000	13,300		13,300
Ed. Dept. Program	<u>4,500</u>		<u>4,500</u>	<u>2,200</u>		<u>2,200</u>
Net Expenses*	814,100		891,900	703,500		781,300
Net Deficit*	217,600		217,600	149,000		149,000
Soleri Exhibition	-		70,000			
Lberman Exhibition	-		38,000	108,000		108,000
Deficit	-			<u>257,000</u>		<u>257,000</u>

CORCORAN GALLERY OF ART

1971 BUDGET

INCOME PROJECTION

1/18/71

	Budget 1970	Actual 1970	Budget 1971	1972	1973	1974	1975
Income:							
Investments	150,000	132,800	150,000	175,000	200,000	210,000	210,000
Admissions	30,000	31,000	42,000	44,000	46,000	48,000	50,000
*Donations	165,000	135,500	142,000	165,000	185,000	205,000	225,000
Exhibitions	40,000	39,500	35,000	37,000	39,000	41,000	43,000
Memberships	100,000	100,500	115,000	130,000	155,000	170,000	195,000
Gallery Store	35,000	55,600	54,000	59,000	64,000	69,000	74,000
Art Rental	21,000	20,900	30,000	31,000	32,000	34,000	36,000
Flood Damage	17,000	-	-	-	-	-	-
Sundry	<u>4,000</u>	<u>4,200</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Subtotal	562,000	520,000	568,000	641,000	721,000	777,000	833,000
Art School Tx	112,300	112,300	100,000	105,000	110,000	116,000	122,000
End. Fund Tx	<u>217,600</u>	<u>217,600</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Subtotal	891,900	849,900	668,000	746,000	831,000	893,000	955,000
Donation Decrease	-	-	<u>20,000</u>	<u>40,000</u>	<u>30,000</u>	<u>15,000</u>	<u>-</u>
Total	891,900	849,900	648,000	706,000	801,000	878,000	955,000
Expenses:							
Salaries	497,000	487,600	486,700	511,000	537,000	564,000	592,000
Benefits	23,700	27,000	51,500	54,000	57,000	60,000	63,000
Dept. Expenses	119,700	104,600	100,000	107,000	114,000	121,000	129,000
Maint.	44,000	39,800	39,000	43,000	45,000	47,000	50,000
Insurance	22,000	16,900	20,200	21,000	22,000	23,000	25,000
Dupont Center	20,000	13,000	8,600	6,000	4,000	2,000	-
Gallery Store Inv.	25,000	28,800	22,800	26,000	30,000	34,000	38,000
*Exhibits	120,000	157,200	70,000	73,000	77,000	81,000	85,000
Gallery Events	16,000	13,300	13,000	13,000	14,000	15,000	16,000
Ed. Dept. Program	<u>4,500</u>	<u>2,200</u>	<u>3,800</u>	<u>4,000</u>	<u>4,000</u>	<u>5,000</u>	<u>5,000</u>
Subtotal	891,900	890,400	814,600	858,000	904,000	952,000	1,003,000
AC Increase	-	-	-	-	<u>17,000</u>	<u>34,000</u>	<u>35,000</u>
Total	891,900	890,400	814,600	858,000	921,000	986,000	1,038,000
Deficit	-	-	<u>146,600</u>	<u>112,000</u>	<u>73,000</u>	<u>59,000</u>	<u>48,000</u>
Deficit **	-	-	<u>166,600</u>	<u>152,000</u>	<u>120,000</u>	<u>108,000</u>	<u>83,000</u>

*Does not include biennial income nor expenses, 71-72-75

**Assumes campaign fund drive.

CORCORAN GALLERY OF ART
71 BUDGET

Non-recurring Expenses

1/18/71

<u>ITEM</u>	<u>71 BUDGET</u>
1 Fine Arts Insurance Requirements	
a. Outside Storage	16,800
b. Contract Restoration	5,000
c. Defective Wiring	15,000
d. Fire Alarm	30,000
e. Electric Survey	4,000
f. Security Survey	2,000
	<u>72,800</u>
2 Additional Programs	
a. Architect Fee	4,600
b. Dk room and equip. (Ed & SP 50/50)	1,900
c. Renovate Ed. Dept.	3,300
d. Add. Maint. equip.	5,000
e. Vol.II (Collection)	7,500
f. Sales racks (Art Rental)	4,500
	<u>26,800</u>
Subtotal	<u>99,600</u>

CORCORAN

GALLERY OF ART

Seventeenth Street and New York Avenue NW Washington DC 20006 telephone (202) 638-3211

January 11, 1971

Mr. Aldus Chapin
Executive Vice President
The Corcoran Gallery of Art
Washington, D.C. 20006

Dear Mr. Chapin,

The Vice President for Management and the Comptroller of the Corcoran Gallery of Art submit the attached report covering Management Office activities for the fourth quarter of 1970 (October 1 - December 31), the operation of the Gallery budget for the period January 1, to December 31, 1970, and the operation of the Art School budget for the period September 1 to December 31, 1970.

These latter reports will be presented to the Governors at their meeting on January 18, 1971 and the Trustees at their meeting on January 25, 1971, by the Treasurer, Corcoran Gallery of Art.

Respectfully,

Eugene E. Myers
Eugene E. Myers
Vice President for Management

Frank D. Parulski
Frank D. Parulski
Comptroller

Assistant Treasurer

THE CORCORAN GALLERY OF ART

OPERATION OF THE BUDGET

January 1, 1970 - December 31, 1970

1. Combined Statement of Income
2. Combined Budget Statement
3. Gallery Fund - Budget
4. Clark Addition Maintenance - Budget
5. Art School - Statement of Income *
6. Art School - Budget*

* September 1, 1970 - December 31, 1970

COMBINED STATEMENT OF INCOME
January 1, 1970 - December 31, 1970

	<u>1970 ANTICIPATED INCOME</u>	<u>1970 ACTUAL INCOME</u>	<u>1969 INCOME</u>	<u>1970 GALLERY</u>	<u>CLARK ADDN.</u>	<u>MTCE.</u>
Income from Investments	150,000	132,763.89	141,751.15	99,471.89	33,292.09	
Admissions	30,000	30,989.43	23,530.30	30,989.43		
Donations: (net)	165,000	135,534.71	134,919.95	122,934.71	12,600.00	
Unrestricted	37,451.37					
Restricted	85,483.34					
in & out	(8,145.49)					
Exhibitions	43,868.34					
Fund Raising	15,000.00					
Other	26,615.00					
Membership Contributions	100,000	100,540.50	92,168.97	100,540.50		
Exhibitions	40,000	39,493.75	29,068.81	39,493.75		
Museum Shop (gross)	35,000	55,635.52	28,967.21	55,635.52		
Art Rental	21,000	20,860.29	16,623.16	20,860.29		
Flood Damage Recovery	17,000	-				
Sundry	4,000	4,209.49	5,437.66	4,209.49		
Transfer from other funds	34,500	34,500.00	34,500.00	34,500.00		
Transfer from Endowment Fund	217,617	217,617.00	25,000.00	217,617.00		
 TOTAL INCOME	 814,117	 772,144.58	 531,967.21	 726,252.49	 45,892.09	
Budget Expended		<u>811,531.51</u>	<u>675,385.94</u>	<u>731,906.24</u>	<u>79,625.27</u>	
Excess Budget Expenses over Income		39,386.93	143,418.70	5,653.75	33,733.18	
Non-Budget Expenses *		<u>38,437.90</u>	<u>21,109.33</u>	<u>38,437.90</u>		
Excess Expenses over Income		77,824.83	164,528.06	44,091.65	33,733.18	

* see Gallery Fund - page 3

COMBINED STATEMENT
GALLERY and CLARK ADDITION MTCE. FUND
January 1, 1970 - December 31, 1970

	<u>1970 BUDGET</u>	<u>BUDGET EXPENDED</u>	<u>REMAINDER</u>	<u>% EXPENDED</u>
<u>OPERATING EXPENSES:</u>				
Equipment	11,100	7,748.70	3,351.30	69.80
Exhibitions (gross)	120,000	157,231.60	-37,231.60	131.02
Entertainment and travel	11,000	10,058.01	941.99	91.41
Education department	4,500	2,225.57	2,274.43	49.45
Insurance - general	22,000	16,887.01	5,112.99	76.70
Insurance - group	6,000	7,492.18	-1,492.18	124.70
Gallery events	16,000	13,322.94	2,677.06	83.26
Operation of the building	44,000	39,793.82	4,206.18	90.44
Professional services	14,300	10,432.16	3,867.84	72.95
Postage and telephone	14,000	20,674.38	-6,674.38	147.67
Public information	7,500	7,456.61	43.39	99.42
Purchases - Museum Shop	25,000	27,733.68	-2,733.68	110.93
Printing	37,500	18,770.06	18,728.94	50.05
Restoration of Works of Art	4,000	374.94	3,625.06	9.37
Special Projects	5,000	11,458.85	-6,458.85	229.17
Art Rental	3,000	2,424.02	575.98	80.80
Sundry	4,500	7,783.75	-3,286.75	175.30
Dupont Center	20,063.68			
	<u>7,090.11</u>	<u>20,000</u>	<u>12,973.57</u>	<u>64.86</u>
Total Operating Expenses	369,400	374,841.85	-5,441.85	101.46
<u>SALARIES, PENSIONS ETC.</u>				
Administration & Staff	305,517	291,340.37	14,176.63	95.35
Guards & Workmen	<u>121,500</u>	<u>125,827.09</u>	<u>-4,327.09</u>	<u>103.56</u>
Total Salaries	427,017	417,167.46	9,849.54	97.69
Pensions	1,200	1,200.00	-	100.00
Social Security	15,000	17,415.90	-2,415.90	116.10
D.U.C. B.	<u>1,500</u>	<u>906.20</u>	<u>593.80</u>	<u>60.41</u>
Total Salaries etc.	444,717	436,689.66	8,027.34	98.26
Total Budget Expended	814,117	811,531.51	2,585.49	99.68

OPERATION OF THE BUDGET - GALLERY FUND
Jan. 1, 1970 - Dec. 31, 1970

OPERATING EXPENSES	BUDGET	TOTAL		EXPENDED	EXPENDED 1969
		EXPENDED	REMAINDER		
Equipment	9,000.00	7,698.70	1,301.30	85.54	10,410.58
Exhibitions (Gross)	120,000.00	157,231.60	(37,231.60)	131.02	188,283.93
Entertainment & Travel	10,000.00	9,936.31	63.69	99.36	9,678.59
Education Dept.	4,500.00	2,225.57	2,274.43	49.45	2,983.19
Insurance - General	15,000.00	10,987.44	4,012.56	73.25	3,479.49
Insurance - Group	5,000.00	6,095.14	(1,095.14)	121.90	4,866.97
Gallery Events	16,000.00	13,322.94	2,677.06	83.26	15,327.09
Operation of the Building	36,000.00	34,718.78	1,281.22	96.44	29,079.97
Professional Services	13,300.00	9,975.77	3,324.23	75.00	8,550.70
Postage & Telephone	13,000.00	19,815.32	(6,815.32)	152.43	13,924.21
Public Information	6,500.00	7,213.99	(713.99)	110.98	6,446.95
Museum - Purchases	25,000.00	27,733.68	(2,733.68)	110.93	18,671.33
Printing	37,500.00	18,770.06	18,729.94	50.05	32,375.46
Restoration of Works of Art	2,000.00	374.94	1,625.06	18.75	2,207.40
Special Projects	5,000.00	11,458.85	(6,458.85)	229.17	5,546.41
Art Rental	3,000.00	2,424.02	575.98	80.80	3,287.22
Sunday	4,000.00	7,383.75	(3,383.75)	184.59	7,020.27
Dupont Center	20,063.68				
	<u>-7,090.11</u>	20,000.00	12,973.57	7,026.43	27,087.36
Total Operating Expenses	344,800.00	360,340.43	(15,540.43)	104.50	389,227.12
SALARIES PENSIONS ETC.					
Administrative Staff	281,517.00	264,351.93	17,165.07	93.00	176,766.85
Guards & Workman	83,000.00	90,026.21	(7,026.21)	108.46	65,664.36
Total Salaries	364,517.00	354,378.14	10,138.86	97.00	242,431.21
Pensions	1,200.00	1,200.00	-0-	100.00	1,200.00
Social Security	13,500.00	15,237.32	(1,737.32)	112.86	10,918.81
D.U.C.B.	1,300.00	750.35	549.65	57.71	926.12
Total Salaries, Pensions Etc.	380,517.00	371,565.81	8,951.19	97.00	255,476.14
TOTAL BUDGET EXPENDED	725,317.00	731,906.24	(6,589.24)	100.90	653,703.26
Non-Budget					
Purchase Works of Art		12,500.00			
Sale of Works of Art		<u>10,000.00</u>			
Net		2,500.00			
Museum Shop		23,457.57			
Flood damage		966.30			
Fund Raising		11,358.03			
Repairs to Musical Instruments		<u>156.00</u>			
		38,437.90			

CLARK ADDITION MAINTENANCE FUND
Jan. 1, 1970 - Dec. 31, 1970

OPERATING EXPENSES	BUDGET	EXPENDED	REMAINDER	% EXPENDED	1969 EXPENDED
Equipment	2,100.00	50.00	2,050.00	2.38	1,920.00
Entertainment & Travel	1,000.00	121.70	878.30	12.17	144.52
Insurance - General	7,000.00	5,899.57	1,100.43	84.28	2,520.61
Insurance - Group	1,000.00	1,397.04	(397.04)	139.75	568.66
Operation of the Building	8,000.00	5,075.04	2,924.96	63.44	6,917.00
Professional Services	1,000.00	456.39	543.61	45.63	794.83
Postage and Telephone	1,000.00	859.06	140.94	85.90	1,009.51
Public Information	1,000.00	242.62	757.38	24.26	626.97
Restoration of Works of Art	2,000.00	-0-	2,000.00	-0-	1.45
Sunday	500.00	400.00	100.00	80.00	87.50
Total Operating Expenses	24,600.00	14,501.42	10,098.58	58.94	14,591.05
Salaries, Social Security, etc.					
Administration & Staff	24,000.00	26,988.44	(2,988.44)	112.45	35,700.06
Guards & Workman	38,500.00	35,800.88	2,699.12	92.98	15,741.81
Total Salaries	62,500.00	62,789.32	(289.32)	100.46	71,441.87
Social Security	1,500.00	2,178.68	(678.68)	145.24	2,885.15
D.U.C.B.	200.00	155.85	44.15	77.92	412.70
Total Salaries etc.	64,200.00	65,123.85	(923.85)	101.43	74,739.72
Total Budget	88,800.00	79,625.27	9,174.73	89.66	89,330.77

THE CORCORAN SCHOOL OF ART
STATEMENT OF INCOME

September 1, 1970 - December 31, 1970

	<u>1970-71</u>	<u>1969-70</u>
INCOME:		
Tuitions applicable to school year:		
Regular	181,229.53	154,072.90
Saturday	25,013.06	23,746.23
Registration	<u>8,555.00</u>	<u>5,680.00</u>
Total	214,797.59	183,499.16
Income from investments	6,811.81	6,800.55
Donations	4,772.50	491.76
Locker rentals	604.00	508.00
Commissions:		
Vending Machines	212.01	58.54
Art Shop	1,491.59*	2,376.64
Laboratory fees - net	2,377.53	4,363.12
Miscellaneous income	<u>184.08</u>	<u>95.00</u>
Total Income	231,251.11	195,192.77
BUDGET EXPENDED	<u>172,537.20</u>	<u>189,436.02</u>
EXCESS INCOME OVER EXPENSES	58,713.91	5,756.52

THE CORCORAN SCHOOL OF ART

OPERATION OF THE BUDGETSeptember 1, 1970 - December 31, 1970

	<u>1970-71 BUDGET</u>	<u>EXPENDED</u>	<u>REMAINDER</u>	<u>% EXPENDED</u>	<u>1969-70 EXPENDED</u>
OPERATING EXPENSES:					
Departmental- Equipment	21,800	2,221.75	19,578.25	10.19	1,901.67
Postage	3,200	974.17	2,225.83	27.31	1,776.47
Telephone	4,000	1,820.37	2,179.63	45.50	"
Mailing service	800	-	800.00	-	"
Printing	10,500	3,461.42	7,038.58	32.96	1,694.73
Publicity	3,500	2,218.16	1,281.84	63.37	1,808/14
Office supplies	2,500	874.08	1,625.92	34.96	(
Plant operation	12,000	4,831.27	7,168.73	40.26	(37,012.67
Space Control	34,500	19,500.00	15,000.00	56.52	(
Repairs	7,000	1,115.70	5,884.30	15.93	(
Insurance - general	3,000	1,164.00	1,836.00	38.80	1,227.60
Insurance - group	6,000	1,689.64	4,310.36	28.16	2,041.54
Library	3,500	1,144.26	2,355.74	32.69	
Guest lecturers	5,000	1,457.58	3,542.42	29.15	850.28
Professional services	7,800	343.68	7,456.32	4.40	1,086.91
Entertainment & travel	2,500	1,328.91	1,171.09	53.15	828.57
Sundry	3,500	493.52	3,006.48	14.10	298.61
Total Operating Expenses	131,100	44,638.51	86,461.49	34.04	50,527.19
SALARIES, PENSIONS, SOCIAL SECURITY ETC.:					
Administration	82,650	23,232.96	59,417.04	28.10	26,949.83
Faculty:					
Regular	171,573	59,757.99	111,815.01	34.00	69,020.93
Summer	21,112.	-	21,112.00	-	
Saturday	13,650	4,440.00	9,210.00	32.50	4,886.00
Office & Library	6,500	1,446.29	5,053.71	22.25	-
Models	7,000	2,428.54	4,571.46	34.69	2,530.87
School Maintenance	23,250	7,566.90	15,683.10	32.50	14,216.14+
Supporting Services:					
Administration	40,000	14,707.83	25,292.17	36.76	15,971.54
Maintenance	30,000	9,658.16	20,341.84	32.19	+
Total Salaries	395,735.	123,238.67	272,496.33	31.00	133,575.31
Social Security	13,740	2,500.00	11,240.00	18.10	2,949.21
D.U.C.B.	3,200	120.00	3,080.00	3.75	344.25
Pensions	6,120	2,040.02	4,079.98	33.30	2,040.06
Total Salaries etc.	418,795	127,898.69	290,896.31	30.00	138,908.83
TOTAL BUDGET EXPENDED	549,895	172,537.20	377,357.70	31.37	189,436.02

January 8, 1971

ADMINISTRATIVE CHANGES

On November 19, 1970, Mr. Russell Leone was hired as Assistant Comptroller. Mr. Leone is a retired Air Force officer with an MBA from the University of Florida.

PROJECTS

Art Rental The proposed policy for the CGA Art Rental Service, presented at the October Trustees' Meeting was implemented and works of art are now being rented and sold under this policy.

Administrative Directives To meet the growing needs of the Corcoran, the "Administrative Directive" has been instituted to codify procedures and contribute to efficiency. Administrative Directive #1 and #2 dated November 1, 1970, established the procedures and codified Gallery rules, respectively.

Administrative Directives can be issued by any of the Executive Offices with the coordination of the other offices.

Personnel Policies During this quarter, the Corcoran Staff Manual, Administrative Directive #4, was coordinated and readied for distribution. The manual contains general information, rules of conduct for employees, as well as information on leave, benefit programs, and staff privileges. It is anticipated the staff manual will be amended as needed.

Budget Innovations To provide better quality and more quantity information to Corcoran department heads, a system of departmental budgets and accounts is being instituted effective with the 1971 budget. The new chart of accounts will be automated by Central Information Processing, a subsidiary of Control Data, Inc.

Along with the 1971 budget call sent to Corcoran department heads on October 15, 1970, forms were included calling for an inventory

of office equipment and furniture.

Also included were position description forms the completion of which will provide an analysis and discription of each position in the Corcoran.

January 11, 1971

Mr. Walter Hopps
Director
The Corcoran Gallery of Art
Washington, D. C.

Dear Mr. Hopps:

Following is a report on Sales Desk income, and attendance, covering the period from October 1 through December 31, 1970.

1. SALES DESK

	<u>1969</u>	<u>1970</u>
October	\$4,727.51	\$ 4,667.39
November	3,569.71	5,093.64
December	<u>7,555.24</u>	<u>15,542.59</u>
	<u>\$15,852.46</u>	<u>\$25,303.62</u>

Increase: \$9,451.16

2. ATTENDANCE

	<u>1969</u>	<u>1970</u>
October	17,926	16,262
November	15,891	10,804
December	<u>10,779</u>	<u>9,442</u>
	<u>44,596</u>	<u>36,508</u>

Decrease: 8,088

Respectfully submitted,

A

Anne Reville
Publications and Sales

cc: Aldus Chapin
Harold Glicksman
Eugene Myers

Jewett
plus
no 52

The Corcoran Gallery of Art
Washington, D.C. 20006

OFFICE OF THE PRESIDENT

February 24th,
1 9 7 1

Mr. Freeborn G. Jewett, Jr.,
Inter-American Development Bank,
Washington, D. C. 20577

Dear Mr. Jewett:

I am calling a Special Meeting of the Trustees of the Corcoran Gallery for 3 p.m. on Monday, March 22nd. Will you please send out the notices, which should state the purpose of the meeting which will be to consider and act upon the Smith report.

The place of the meeting will be the Board Room on the 9th floor of the Union Trust Building, 15th and H Streets, N. W. These notices should go out ten days prior to the meeting.

Sincerely yours,

Gen. S. Hartnett

President.

GEH/rm

cc: Mr. Aldus H. Chapin